

**STATE OF MAINE**  
**Department of Agriculture, Food and Rural Resources**  
**Animal Welfare Program**

28 State House Station, Augusta, ME 04333-0028; Phone: 287-3846 Fax: 624-5028

**Request to Participate in the  
Online Dog Licensing Program**

Municipality: \_\_\_\_\_ Population: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Office Hours: \_\_\_\_\_  
\_\_\_\_\_

Average number of dogs licensed annually: \_\_\_\_\_

How do you want to receive your monthly notification: ☐ Direct Mail or ☐ Electronic.

If electronic:

- what is the e-mail address: \_\_\_\_\_
- would you like to also receive the data in ASCII format: ☐ yes or ☐ no.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This completed Request to Participate form may be faxed or mailed to the Department of Agriculture. By submitting this form, your municipality is granting the Department the right to license dogs on your behalf. Upon receiving this form, the Department of Agriculture, will be contacting your municipality and sending more information regarding this service.

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**Responsibilities of Participating in the  
Online Dog Licensing Program**

**The Department will:**

- Produce monthly notifications to the municipality on/about the 15<sup>th</sup> of every month.
- The monthly notifications will consist of either:
  - o **Direct Mail**
    - A Credit Memo.
    - Copy of each Receipt of License.
  - or*
  - o **Electronic**
    - PDF version of the Credit Memo.
    - PDF version of each Receipt of License.
    - ASCII data file containing the received License Application data (optional).

**The Municipality will:**

- Receive monthly notifications from the Department on/about the 15<sup>th</sup> of every month.
- Send dog tags and stickers to the dog owner if the license is new, or was a request to replace a lost tag.
- If the license is new, update the web site database with the new tag number to allow the dog owner to be able to renew online next year.
- If the license is a renewal, send a sticker to the dog owner.
- Update the "Bad People List". (The "Bad People List" is an online list of names that will not be allowed to use the "Online Dog Licensing Program" as determined by the municipality).
- Remember to apply the monthly credit to the State Monthly Report.